

“Minor Modifications” Process

“Minor Modifications” include:

1. Simple projects to be performed by a contractor that generally do not involve modifications to the footprint of an existing building
2. The value of the work will generally be less than a few thousand dollars.
3. Work that requires city permits and inspections.
4. Work involving small areas of paving that would not normally require city permits.
5. The work will typically only involve a single sub-contractor to do the work (i.e. just an electrical contractor, or plumbing contractor, or mechanical contractor, etc.), not a combination of several such contractors.
6. The work typically does not require the involvement of an Architect or Engineer to prepare plans and/or specifications for the project.

Any tenant that wishes to make Minor Modifications to their leasehold improvements must obtain approval from the airport. With the following exceptions, all requirements of the TCAA process must be met.

1. Information related to an Engineer or Architect is not required.
2. The tenant is the “applicant”.
3. Unless opting to require the contractor to supply the standard insurance coverage outlined by the TCAA, the applicant (the tenant) must include a statement with their application that, in the event the contractor they invited to do work on their leasehold improvements is not able, or refuses to, accept responsibility for claims arising out of performance of the work, the applicant accepts such responsibility arising from the project as outlined by the TCAA.
4. Unless opting to require the contractor to supply the standard insurance coverage outlined by the TCAA, the applicant is not required to submit any additional insurance documentation other than what is already on file as required by the terms and conditions of their lease.
5. A list of major suppliers is not required.
6. Lien waivers are not required at the end of the project.
7. Drawings of the work, including “as-built” drawings, are required, but do not have to be computer generated. Hand drawn sketches are acceptable so long as they are dimensioned such that a clear representation of the work is provided.
8. A detailed construction schedule is not required.
9. Copies of contractor licenses are not required.
10. A “Notice of Proposed Construction”, FAA Form 7460-1, does not need to be filed with the FAA.

“Maintenance and/or Repairs” Process

Routine maintenance or repairs to leasehold improvements that are exempt from city permitting requirements do not require approval by the airport. However, in doing such work themselves or hiring the work to be done on their behalf, the tenant accepts responsibility for damages, injuries, etc. that occur as a result of the work. If the tenant prefers to have a contractor do the work and provide separate insurance that extends protection to the airport, the tenant must follow the normal TCAA process.



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3/15/10
Date